

To
10-2008

date : 20-

The principal

D.I.E.T. Kamalapur.

Sub:- regarding sanctioning of one day casual leave.

Respected sir,

With reference to above cited subject , I undersigned lecturer, would like to bring to your kind notice that I am having some personal work. So I am unable to attend the office. So I request you to sanction one day casual leave on 21-10-2008.

With regards,

Yours

faithfully

Place : kamalapur

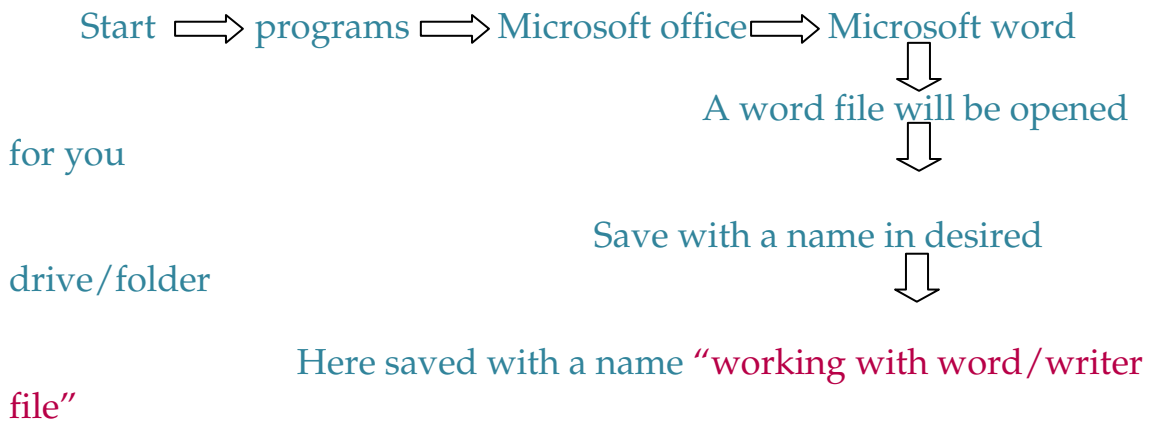
B.M.shetti
Lecturer,diet kamalapur

Activity – E-media

Some Practice

1. Create a file, type a leave letter to your boss and take a print out of the same.

Ans :-This is the way to create a file:



If you want to see this file [please click here](#)

To print a file follow this path :

File print \Rightarrow print dialog box \Rightarrow select the printer, page no,
number of

copies

↓

print (the document)

2. While working on the letter, insert the address line.

Ans ;-insert \Rightarrow footer \Rightarrow select desired style .give the path.

3 .Click 'Save As' option in 'File' menu and save the same file under a different name.

Ans :- the file is saved as “leave letter with other name” [click here](#)

3. Close all the files. Open the file with the new name. Edit the contents and save it.

Ans :- file -> close (click on X button) [please click here](#) (a file with different name)

4. You can try to edit the page in various ways. Try all the options given in the menu and see what happens.

ANS :- tried all the options.

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QUESTION :--

http://en.wikipedia.org/wiki/Jean_Piaget

Reading Comprehension

Word Meanings From Context

Use the context to help you choose the best meaning or synonym for each highlighted word.

1. Fortunately, the dizzy spell was **transient**. He was able to continue playing within seconds and had no trouble winning the match.

When you describe an event as “transient,” you are saying that _____.

- a. it sounds like a train
- b. it is quite harmful
- c. it helps you win
- d. it doesn't last long

2. Brea and Elizabeth are having a **dispute** over which radio station to play at work. It would be so much simpler if they both liked the same kind of music.

A dispute is a _____.

- a. musical instrument
- b. choice of music
- c. discovery
- d. disagreement

3. When they heard the good news about the court's decision, the angry crowd cheered and then began to

disperse. “It looks like everyone is going home,” one reporter stated.

Which would be the ***opposite*** of “disperse”?

- a. come together
- b. smile
- c. fly like a bird
- d. sing



4. It’s a wonder to me how anyone can still be undecided about this election. These two candidates are certainly **distinct**. Each would lead our nation in opposite directions.

What does “distinct” mean?

- a. needing a bath
- b. dishonest
- c. clearly different
- d. about the same age

Word Meanings From Context

Use the context to help you choose the best meaning or synonym for each highlighted word.

1. Mr. Huge was very proud of his auto superstore. “We have such an **extensive** selection of cars,” he said, “so everyone should find a vehicle that he or she will love!”

The word “extensive” means _____.

- a. costing a lot of money
- b. large amount
- c. having no color
- d. not enough

2. Friendship is a **priceless** thing. If Chris put a price, or conditions, on her friendship, it's no longer priceless. In fact, it's not real friendship at all!

If something is priceless, _____.

- a. it has a missing tag
- b. it has no value
- c. it has great value
- d. it is made out of rice

3. The news story was based on a letter that was a **fabrication**. Now the reporter who wrote the story is in big trouble. Will anyone believe him again?

A fabrication is _____.

- a. made of cloth
- b. full of long words
- c. funny
- d. fake

4. The reporter insisted that the letter he used was **authentic**. He said that he had shown it to many experts before he used it in his story.

When something is authentic, it's _____.

- a. genuine, or real
- b. carefully written
- c. full of tasty worms
- d. very old

5. In 1975, Governor James promised to do something about the high taxes in our state. She didn't present a tax cut bill to lawmakers until 1985. It took her a **decade** to keep her promise, but better late than never.

How long is a decade?

- a. 75 years
- b. 85 years
- c. a century
- d. 10 years

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